



Code of Ethics

Table of Contents

Board of Governors and Faculty/Staff	3
Students	13
Community	15

Board of Governors and Faculty/Staff

At-Will Employment Statement

Employment by West Virginia Academy, Ltd will be at-will. Any procedure or practice, whether set forth herein, or not, will be employed at the discretion of the Governing Board and its designee(s). Either party may terminate employment at any time, with or without cause, warning, or notice. Nothing contained herein creates any expectation of continued employment.

Employee Code of Conduct

West Virginia Academy will ensure that each teacher understands the obligations associated with being an educator in the state of West Virginia. The Employee Code of Conduct document will be signed and each employee will keep a copy for their reference.

One of the key elements of West Virginia Academy's vision is to create a primary and secondary school culture that fosters each student's leadership, and strength of character. WVA students will develop good character to the extent that they see it modeled daily by the important role models in their lives. Thus it is vital that the West Virginia Academy staff demonstrate good character in word and in deed at all times. Staff will impart to students principles of good citizenship and societal responsibility, both by direct teaching and by personal example. Staff members will strive to be perfectly honest and utterly reliable. Students will develop confidence in the staff as they witness them treating others with respect, dignity, kindness and fairness.

Students will learn positive methods of conflict resolution and problem solving as they observe the West Virginia Academy staff utilizing positive, cooperative, democratic methods to work through every-day challenges. Staff member behavior will always reflect these high standards.

Staff members will also refrain from physical contact with students. Most physical contact is inappropriate for staff members with regard to students. Exceptions are handshakes, high fives, and "side" hugs (an arm across a shoulder). Staff will never attempt to restrain or redirect a student by utilizing physical force. Exceptions may exist when 1) the safety of the student or of another student(s) is in jeopardy and it is clear to the staff member that physical intervention is necessary to prevent injury to the student or others or 2) in the rare instance when an administrator is conducting a Search/Seizure.

Staff members will maintain confidentiality, consistent with the law, regarding students and colleagues.

Staff members will not discuss topics that may be considered crude or offensive to students or others. Staff members will not violate generally accepted community standards of decency. Staff members will take care to refrain from using slang that may be offensive to students' religious beliefs.

Staff will never direct students to keep information from their parents regarding what happens in a classroom, at the school or regarding something the teacher has said. Doing so will be justification for immediate removal. Behavior that does not meet the high standards outlined above will result in an administrative conference, and possible loss of employment.

The reasons for termination or discipline listed are not all-inclusive. The Board will retain the right to terminate employment with or without cause, and to determine whether cause for termination or discipline exists, regardless of whether such cause is included in this list. At its discretion, the School, operating through its Board of Directors and the School Executive Director, may establish policies, guidelines, and regulations for the operation of the School. When the School, at its discretion, determines that progressive disciplinary steps or warnings, or evaluations of staff are in its best interest, it will employ those tools. However, no policy, guideline, regulation, or practice relating to the training and discipline of staff shall create any expectation of continued employment or any expectation of any particular process or disciplinary procedure.

West Virginia Academy Safe School Environment and Code of Conduct

Acknowledgement

The school strives to provide a safe and nurturing learning environment for students and staff. With regard to providing a safe school environment:

1. I understand that I am expected to maintain a high ethical and professional standard in their interaction with both adults and minors this includes: exhibiting professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance as well as contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.

2. I understand that I am prohibited from using physical discipline (including corporal punishment) in any way for the behavior management of students, except insofar as restraint may be necessary to prevent a student from inflicting harm on themselves or others, in which case a detailed written record of the incident is to be made. I understand that clear professional boundaries must exist between minors and adults.

3. I understand that I must schedule one-on-one counseling sessions or meetings with minors at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.

4. I agree that I shall not engage in any form of unlawful, unacceptable or offensive behavior with students, parents/legal guardians, staff or visitors to the school which may include, but is not limited to:

- (a) verbal harassment, such as derogatory comments, jokes, or slurs;
- (b) visual harassment, such as derogatory or sexually explicit printed material, books, magazines, posters, cards, calendars, cartoons, graffiti, drawings, notes, or gestures;
- (c) sexual advances or other physical conduct or contact of a sexual nature;
- (d) physical harassment, such as inappropriate touching, hitting, kicking, grabbing or any other form of aggressive, abrasive or harassing physical contact;
- (e) other behavior deemed offensive or inappropriate by school administration.

5. I understand that unless the school has a parent or legal guardian's knowledge and consent in the form of a written permission slip, I am never to drive students in my vehicle, before, during or after school unless there is a medical emergency requiring immediate medical care. When authorized to do so, I will operate my vehicle in accordance with the law.

6. I understand that extra-curricular activities, school programs, or special instruction sessions shall not be conducted by only one adult without additional adult presence and/or must be conducted at times and locations that promote accountability, in an open room setting without closed doors, and only if readily observable by others who may be in the room or hallway, and meet accepted standards of propriety.

7. I understand that I should not be alone in locker rooms or other dressing rooms with a single or small group of students without another adult present. I understand that I must avoid these areas while students are changing unless student behavioral issues warrant the presence of adults. I understand that at least 2 (two) staff members must be present during these times.

8. I will immediately intervene in any code of conduct violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.

Expectation of Privacy Statement

Faculty and Staff will understand that security cameras and audio recording equipment may be present in classrooms and common areas throughout the school. There will be no expectation of privacy on West Virginia Academy premises, including but not limited to vehicles, buildings, classrooms, lockers, desks, mailboxes, computers, or other furniture, equipment, or fixtures.

Non-Disclosure Agreement

Employment at the school requires access to information that is confidential or otherwise considered by the federal government, state government, school, community, parents, guardians or students to be privileged and confidential. Confidential information may be received and maintained by staff under a promise of confidentiality to perform many job duties while employed at the school. Maintaining the confidentiality of such information will be the responsibility of the user of the information. Staff members who access confidential information will undertake this responsibility as a condition of employment. An agreement will be

signed that shall govern the conditions of disclosure by the school of certain "Confidential Information" including but not limited to student names, student information, Individualized Education Plans (IEP's), school records, staff information, staff records, financial information, data, trade secrets and any and all intellectual property relating to the school, its operations, staff and student body.

Work Product Agreement

Faculty and Staff will neither gain nor retain ownership rights to the work product of the material provided to them, used, or created by them in conjunction with any school project. Employees will understand that the school has sole ownership of the work product and may use the results of those efforts in any manner appropriate including licensing such work product to others.

Guidance for Staff with WVA Children

Preference is given to children of staff member; this will contribute to the family culture we seek to create at West Virginia Academy. There will be guidelines for staff members whose children attend West Virginia Academy:

- Staff will never give their keys to their children.
- Staff children will not be allowed in the teacher lounge or workroom.
- Staff children will not use the school computers, including teacher laptops.
- Children of staff members will be supervised by their parents before and after school unless they are participating in the before school or afterschool programming.
- Children of staff members will not remain in the school unsupervised after school. West Virginia Academy will not responsible for the student's safety or security outside of the regular school day in-session time.

Drug-Free Workplace Policy

West Virginia Academy will be committed to a safe, productive and drug-free work environment and will promote the general health and well-being of all employees. This commitment is jeopardized when employees illegally use, manufacture, possess, distribute or sell drugs in the workplace. Therefore, in order to achieve the objectives of safety, productivity, health, and well-being in the workplace, West Virginia Academy will establish the following policy:

1. It is a violation of Company policy for any employee to manufacture, possess, sell, trade or offer for sale illegal drugs and alcohol or otherwise engage in the illegal use of drugs and alcohol on the job.
2. It is a violation of Company policy for anyone to report to work under the influence of alcohol or illegal drugs.
3. It is a violation of Company policy for anyone to use prescription drugs illegally.
4. It is a violation of Company policy for anyone to report to work if they are taking prescription drugs that, according to their physician or pharmacist, might affect their ability to perform their duties in a safe and effective manner.

Nepotism

West Virginia Academy prohibits nepotism in employment matters and shall avoid creating circumstances in which the actuality or appearance of favoritism, conflicts of interest, or management disruptions exist.

In the interest of fair hiring practices and to avoid workplace nepotism within West Virginia Academy, the following will be adhered to in matters directly involving employment, assignment, promotion, compensation, discipline, suspension or dismissal of relatives. A relative of a West Virginia Academy employee may be employed at the charter school provided the following:

- following a fair and impartial recruitment process, it is determined that the candidate is the only or best person available, qualified, or eligible for the position;
- the district's employment application provides a space for the disclosure of a relation to an WVA school employee;
- no employee shall be placed in a position in which that individual would be in direct supervisory relationship with a relative or immediate family member.

A relative of a West Virginia Academy Board Member may be employed at the charter school provided the above, and that the familial board member will :

- discloses the relationship, in writing, to the other board members;
- abstains from voting on the issue; and
- is absent from any meeting when the employment is being considered and determined.

Equal opportunity

West Virginia Academy is an Equal Opportunity employer in that it will follow WV Policy 4200 which declares: "Equal educational opportunity to all students and employees or potential employees regardless of their sex, race, color, religion, handicapping condition, age, or national origin and its application by county school systems to all curricular areas; textbooks and instructional materials; guidance, counseling and testing; extracurricular activities; facilities and employment."

Employment policies and practices such as salaries, hiring, promotion, etc will be provided without discrimination on the basis of sex as well as on the basis of race, color, religion, handicapping condition, age or national origin.

School Reporting Requirements

The School Executive Director and WVA Board President will submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:

1. Student Fee Schedule with Spend Plan
2. School Fee Policy
3. School Fee Waiver Policy

4. Notice of Fee Waiver Criteria provided by the LEA to student's parents

The Executive Director will also submit documentation annually of:

1. number of students enrolled as of October 1
2. number of students granted fee waivers
3. dollar amount of fees waived
4. number of students who worked in lieu of fee waivers
5. dollar amount of fees collected from students
6. dollar amount of fees collected from students for curricular activities
7. dollar amount of fees collected from students for co-curricular activities
8. dollar amount of fees collected from students for extra-curricular activities

WV-MAP

West Virginia Academy is committed to helping students achieve academic success in all categories, including standardized testing. In order to fully assist students in achieving success, West Virginia Academy will adopt proper testing program regulations that are in compliance with §126-14-4. All faculty and staff administering exams will understand that any unethical testing practices could result in suspension or revocation of license (§126-14-8).

West Virginia Academy is committed to follow all state regulations for administering all state standardized tests we administer in our school as explained in §126-14-5. The All faculty and staff involved with the testing materials will read the *WVBE Testing Code of Ethics*. West Virginia Academy administration is responsible to have testing materials prepared several days prior to the first day of testing. Prior to administration tests will be stored in a secure, locked location where students, parents, or the public cannot gain access (§126-14-7). West Virginia Administration will return all testing materials within allotted time ensuring that all necessary data is provided for state reporting.

The Guidelines for Participation in West Virginia State Assessments will be followed. The School Executive Director will read and sign the *WVBE Principal's Secure Materials and Test Procedures Agreement*. The Primary/Secondary School Director will act as the building level coordinator and will make sure all WV-MAP assessments and international assessments, pilot tests, or field tests are sanctioned by the WVDE. The Operations Manager will be responsible for reviewing, signing, and returning the *WVBE Building Level Coordinator's Secure Materials and Test Procedures Agreement*.

Faculty and staff involved in administering the test are considered examiners and technology specialists. Training for administration of the tests will be given five instructional days prior to the beginning of testing each year. They will verify that all assessments within the WVMAP, pilot tests, and field tests are sanctioned by the WVDE, are secure tests by reviewing, signing and returning the *WVBE Examiner's/Scribe's Secure Materials and Test Procedures Agreement* or the *WVBE's WVDE/District/School Technology Personnel Secure Materials and Test Procedures Agreement*.

Donations, Gifts & Sponsorships Policy

The purpose of this policy is to establish a West Virginia Academy (WVA) policy and procedure governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for WVA and individual schools within WVA. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws. WVA encourages and supports community and business partnerships that enhance and supplement the public education system. WVA is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with WVA goals and the law, and is appropriately approved. WVA is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. WVA is accountable for and should comply with all federal and state laws and rules, regardless of the source of funds. WVA also desires to protect students, parents, teachers, and school administrators from over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. WVA reserves the right to decline or restrict donations, gifts, and sponsorships at both WVA and individual school levels. This policy applies to all WVA administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for WVA. It is expected that in all dealings, WVA and school employees should act ethically, consistent with WVA's ethics training, West Virginia Board of Education Policies 5050 (West Virginia Commission for Professional Teaching Standards), Code of Conduct for Public Servants (W. Va. Code § 6B-1-1 through §6B-3-11), and State procurement law (W. Va. Code §5A-3-10).

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including LEAs or other public bodies [W. Va. §5A-1-1]. All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of WVA, and should be used for the purpose for which they were donated and in accordance with State and WVA policies.
3. WVA recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. WVA is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
4. WVA is committed to principles of gender equity and compliance with Title IX guidance. WVA commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. WVA reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

5. The collection of funds or assets associated with donations, gifts, or sponsorships should comply with WVA cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships should comply with WVA cash disbursement policies.
6. Donations, whether in-kind, cash, or otherwise, should be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of WVA upon delivery.
7. WVA employees may not direct operating expenditures to outside funding sources to avoid WVA procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).
8. WVA employees must comply with WVA procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
9. Donations and gifts should be accounted for at an individual contribution level.
10. Donations, gifts, and sponsorships should be directed to WVA, WVA program(s), school, or school program(s). Donations, gifts, and sponsorships should not be directed at specific WVA employees, individual students, vendors, or brand name goods or services.
11. Donated funds should not compensate public employees, directly or indirectly.
12. If donations or gifts are offered in exchange for advertising or other services, an objective valuation should be performed and a charitable receipt should be issued by the foundation or the business administrator.
13. Donations or gifts should not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
14. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) As required by state law, donations should only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. WVA employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
15. Donations and gifts over \$250 should be provided with an acknowledgment of the contribution from WVA for IRS purposes. The acknowledgment should be in the form of a receipt issued by the foundation or business administrator.
16. Types of Donations, Gifts, and Sponsorships
 - a. Products
 - i. WVA may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items should be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.
 - b. Cash Donations

- i. Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations should be received in compliance with WVA's cash receipting policies.
 - ii. Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.
 - iii. Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions should be made to a program, school, division, or department—not directly to individuals—and employment should be processed through WVA's Human Resources Department and Payroll Department. WVA or school administration reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Title IX or other laws, are not economically in the best interest of WVA, interfere with educational goals, or for any other reason determined by WVA or school.
 - iv. Cash donations should not be used to augment an employee's remuneration beyond the remuneration associated with the salary schedule of the employee's position.
 - c. Donor and Business Partner Recognition
 - i. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on WVA buildings or structures.
 - ii. Principals may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials should feature the school-business partnership and not promote or endorse the business named.
 - d. Equipment, Supplies, or Goods
 - i. WVA may accept donated equipment, supplies, or goods for use in WVA school programs. These items should be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.
17. Approval and Acceptance of Donations, Gifts, and Sponsorships
- a. Donations, gifts, and sponsorships valued at more than \$250 should be documented on WVA "Donation, Contribution, or Sponsorship" form. This form should be completed prior to the acceptance of money or goods, and should be retained in WVA or school accounting records. A copy of the completed form should be sent to the foundation or business administrator, and a receipt for charitable contribution purposes should be issued to the donor.
 - b. Approval levels are as follows:

- i. Money, goods, supplies, or in-kind donations, gifts, or sponsorships valued at \$250-\$10,000 should be documented on WVA "Donation, Contribution, or Sponsorship" form and be approved by the Executive Director or applicable WVA department or division supervisor prior to acceptance.
 - ii. Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at \$10,000-\$50,000 should be documented on WVA "Donation, Contribution, or Sponsorship" form and be approved by the business administrator and superintendent prior to acceptance.
 - iii. Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at more than \$50,000 should be documented on WVA "Donation, Contribution, or Sponsorship" form and be approved by WVA board prior to acceptance.
18. All donations or gifts for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases should be approved in writing by the business administrator, the superintendent, and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following should be provided to the business administrator for evaluation and recommendation to the superintendent:
 - a. Prospective construction, maintenance or renovation plans and estimated costs
 - b. Proposed naming opportunities
 - c. Proposed donation or gift timeline
 - d. Loans or financing agreements
 - e. Maintenance or upkeep requirements and costs
 - f. Assurances of compliance with Title IX
19. The superintendent should make a recommendation to the board. The board reserves the right to tentatively approve plans, pending donations, gifts, equity, or other conditions.
20. WVA should only grant naming opportunities that are consistent with the mission and educational objectives of WVA. Decisions regarding naming opportunities are within the sole discretion of the board.
21. To avoid disruption of students' instructional activities, schools should not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, newspapers, etc.; nor should such items be placed on vehicles parked on school grounds.
22. Principals may permit the school distribution of fliers, bulletins, newspapers, etc. with information regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, county and municipal programs, and little league-type recreation programs.
23. Students and employees of WVA, including teachers and administrators, should not act as agents for commercial agents during school hours or contract time.
24. An WVA employee's participation in a private, but education-related, activity should be separate and distinguishable from the employee's public employment. WVA employees may purchase advertising space to promote private or non-school-sponsored events in

the same manner as the general public. WVA employee's employment and experience can be used to demonstrate qualifications. The advertisement should clearly state that the activity is not school sponsored.

Students

Student Privacy

In order for West Virginia Academy to be compliant with HIPPA and FERPA federal guidelines, all student records will be treated as confidential. No student records will be distributed outside of West Virginia Academy unless written permission is given by the parent/guardian. Student information may be shared within the school on a limited, need-to-know basis.

With regard to student schoolwork, it is allowable to have volunteers and other students correct student work. Volunteers must be instructed in writing, and verbally by the classroom teacher in the importance of student confidentiality. Students will correct work in class, utilizing the red/blue pen system (students take the tests or work the assignment in pencil, then pencils are put away and red/blue pens are taken out. Errors are circled in red, correct answers are given a checkmark, and corrections are made in blue ink following the correcting session.) Students may exchange papers to correct each other's work or they will correct their own work in different situations.

Any unneeded paperwork that has student names or identifying data on it should be shredded. Paperwork that includes student names or identifying data will never be thrown away in the garbage or recycled in the regular recycling containers.

Attendance Policy

1. It is vital to West Virginia Academy's success that students attend school each day. WVA has a goal of 95% attendance school-wide. Academic goals will only be achieved if our students attend school regularly.
2. If a student is unable to attend school, a parent or guardian must call the school on the day of the absence before 8:35 AM to report the absence. If a parent does not call the absence will be considered unexcused and the student will be considered truant.
3. Any student that has unexcused absences for more than ten days in a row will be removed from enrollment.
4. Attendance will be kept each day at West Virginia Academy, and will be reported to the administration by each teacher. Administration will track daily attendance and will report any extended absences to the School Executive Director.
5. Defining excused and unexcused absences will be in compliance with W.Va. Code §18-8-1 and §18-8-2, and attendance in W.Va. 126CSR42, WVBE Policy 2510, Assuring the Quality of Education: Regulations for Education Programs (Policy 2510); provided, however, that no county may require require more than a parental excuse for absences resulting from a documented chronic medical condition or a documented disability as defined in §126-81-4.9 and §126-81-4.10.

6. If a student has 8 unexcused absences (not necessarily consecutive) without prior written approval of the student's application for Extenuating Circumstances, the Director will send a letter outlining that the student has been placed on Attendance Warning status and reporting to the parent the number of absences the school has recorded.
7. If a student has 10 unexcused absences (not necessarily consecutive) without prior written approval of the student's application for Extenuating Circumstances, the School Executive Director shall send a letter to the parents informing them the student has been placed on Attendance Probation, the result of which may be loss of priority enrollment the following year.
8. Absences may affect a student's grade according to the class disclosure in Jr. High and depending upon work missed in the elementary grades.
9. If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents need to fill out a "Scheduled Absence Request" and submit it to the school administration. Only when these forms are filled out and accepted by administration will a student be allowed to make up missed schoolwork. If a student has missed enough days to not qualify for 95% attendance, administration may not approve the absence as excused.
10. When parents complete a Scheduled Absence Request, it is the parents' responsibility to:
 - a. email the teacher and notify them of the planned absence
 - b. check the student's learning plan for homework and schoolwork assignments
 - c. email the teacher to clarify any homework or classwork assignments
 - d. collect the student's books and materials needed to complete the work

Truancy - Failure to Attend School

West Virginia is a compulsory education state. Students are required by law to attend school each day. If a student chronically fails to attend school, defined by West Virginia Academy as missing more than five days per school year with no communication from the parent regarding the absence, WVA may report the student as truant.

Equal Education Opportunity

West Virginia Academy is an Equal Opportunity employer in that it will follow WV Policy 4200 which declares: "No student is to be denied equal opportunity for participation in any program of the public school on the basis of sex, race, color, religion, handicapping condition, age or national origin." West Virginia Academy will provide all students equal access to an equal opportunities for participating in any courses we offer. All course offerings will be available to both male and female students.

Exemptions to Dress Code

The school administrator will be allowed to grant an exemption from complying with the dress code requirements to a student for extenuating circumstances or religious reasons. The administrator will carefully consider all requests for exemptions, and grant those which meet the standard of necessity. For instance, unusual medical circumstances might constitute an

exemption, as may a religious requirement such as the wearing of a headpiece. The administrator is directed to develop individual dress guidelines which, insofar as is possible, approximate the approved dress code for each student who receives an exemption from the dress code due to extraordinary circumstances.

Student Code of Conduct

Students will be instructed on the Student Code of Conduct at the beginning of each year. For the specific code refer to Addendum . West Virginia Academy's Code of Conduct is based on the following core principles:

1. All students and staff members benefit from a learning environment that is free from disruption and harassment, and one that is physically safe and emotionally nurturing. Students at West Virginia Academy will not be allowed to disrupt the learning process.
2. All students are capable of appropriate conduct in the school setting.
3. It is the responsibility of the teachers and administrators to explicitly teach the behaviors that are expected and the behaviors that are unacceptable to each student in each setting at the school.
4. It is the responsibility of the student to learn self-discipline and to adhere to the code of conduct.
5. It is the responsibility of the parent to fully participate in the process of teaching the student appropriate conduct and supporting disciplinary measures.

The goals of West Virginia Academy's Code of Conduct:

1. All students will have access to a learning environment free from disruption and harassment.
2. Students will be physically safe at West Virginia Academy.
3. Students will be emotionally nurtured at West Virginia Academy.
4. Students will learn appropriate conduct by practicing self-discipline, and will be able to generalize their understanding of appropriate conduct to situations other than those specifically and explicitly taught.
5. Discipline as opposed to punishment will be utilized at West Virginia Academy. Discipline refers to the process of teaching positive behaviors and allowing students opportunities to practice those positive behaviors until they become proficient at controlling unproductive behavior.
6. Consequences imposed as a result of unproductive behavior will be meaningful and effective, with the goal always being that the student is motivated to improve his/her behavior.

Community

Technology Usage Policy

The Governing Board recognizes the need for a policy governing the use of the electronic information resources by students and staff. Responsibility will be delegated to School Administration for implementing the policy according to established guidelines.

Internet Safety and Acceptable Use references the use of electronic information software and hardware resources made available to staff and students by the West Virginia Academy, and includes student or staff members' personal electronic devices accessing the school's network. These resources include, but are not limited to, voice mail, electronic mail, the Internet, wireless transmission and other network files or accounts provided to staff or students, computer hardware, including computers, computer processors, computing devices, wireless hardware and software, printers, scanners, copiers and all other peripheral and computer networking equipment. Staff and student use of electronic information resources will be in support of education and/or research and will be consistent with the educational objectives of WVA. While access to all materials on a worldwide network cannot be controlled, Internet access in the school will filtered and monitored on an ongoing basis.

Terms and Conditions of This Policy

1. Acceptable Network Use
 - a. Staff and students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
 - b. Staff and students who formally publish school related information on the Internet must have proper approvals and abide by school publishing guidelines and procedures.
 - c. Staff and students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and always using appropriate language.
2. Unacceptable Network Use
 - a. Staff and students may not intentionally transmit or receive material in violation of law or school policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
 - b. Staff and students may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, including disruptive or unauthorized wired, BlueTooth, wireless transmissions, or activities of any kind that do not conform to the rules, regulations and policies of West Virginia Academy.
 - c. Staff and students may not use the network for product advertisement or political lobbying.
 - d. Staff and students may not reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the school is prohibited.
 - e. Staff and students may not intentionally harm or destroy school data, the network, or network performance. This includes, but is not limited to, creation and

introduction of computer viruses, unauthorized access to restricted systems or programs, or using the school network to illegally access other systems.

- f. Staff and students may not post or transmit photographs, videos or other works of students or staff on the Internet or through communication channels (photographed or recorded at the school, in association with the school, or at school events of any kind) or other electronic files of any kind without the permission of the staff member's direct supervisor or student's academic administrator, and those person(s), parent(s)/ legal guardians or staff members who are the subject, or are incidental participants, involved or contained in electronic file(s).
3. Expectation of Privacy
 - a. Staff and student files, disks, documents, etc., which have been used or created with school electronic resources are not considered private. Staff and students have no expectation of privacy in hardware or software, files, disks, documents, websites, blogs or any other electronic medium that are created, stored, downloaded, accessed and/or used in any form on the West Virginia Academy network, servers, Internet connections or other computer components owned or on the premises of West Virginia Academy.
 - b. Likewise, staff and students shall have no expectation of privacy regarding electronic mail transmissions which have been created, received, or sent with school resources.
 4. Discussion/Submission
 - a. A parent or legal guardian will participate in a discussion with his/her student regarding proper behavior and use of the network as outlined in this policy.
 - b. Staff and students may be required to submit a new Staff/Student Signature of Agreement Form each year or upon special request.
 5. Disciplinary Action
 - a. Signatures indicate that the staff member or student (and parent/legal guardian) has carefully read, understood, and agreed to abide by these terms and conditions regarding proper behavior and use of the network. Signatures on the Staff/Student Signature of Agreement Form are legally binding.
 - b. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.
 - c. Staff who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or termination of employment with the school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.
 - d. Staff members are required to return all school supplies and equipment, including technology equipment, issued to them or in their possession in the event their employment is terminated by either party, for any reason, before the former staff member's final check will be issued.

Volunteer Policy Agreement

The talents and services provided by volunteers is critical to West Virginia Academy accomplishing its Mission. All volunteers will be asked to read and sign the following agreements:

1. Non-Disclosure Agreement
2. Work Product Agreement
3. Safe School Environment and Code of Conduct Acknowledgement

FERPA: The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Virginia Academy, with certain exceptions, will obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, West Virginia Academy may disclose appropriately designated "directory information" without written consent. Parents will be given the chance to opt-out of the directory at any time.

West Virginia Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photographs
- Degrees, honors and awards received
- Dates of attendance
- Grade level

The primary purpose of directory information will to allow West Virginia Academy to include this type of information in certain school publications. Examples include:

- Honor roll or other recognition lists
- Graduation programs
- The annual yearbook
- A playbill, showing your student's role in a dramatic production
- Sports activity sheets

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, colleges, potential employers, and companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with names, addresses and telephone listings of students unless parents have advised the LEA in writing that they do not want their student's information disclosed.

West Virginia Academy will provide a " FERPA Form" annually as part of the registration materials thus allowing parents to restrict the disclosure of directory information.

Religious or Other Opt-out Policy

Parents will be able to exercise their ability to opt-out their student of any activity they determine is in conflict with their religious or cultural tenets. If it is a classroom activity (such as a book you don't wish your student to read), parents may exercise this opt-out by speaking with the classroom teacher. If it is a school-wide or ambassador activity, parents may opt-out after first observing the activity and then submitting a Request for Waiver of Participation Form (available at the main office). Administration will review the request to ensure that religious freedoms or exercise of rights of conscience are not infringed. Alternative activities may be required.

Protection of Pupil Rights Amendment (PPRA)

Statute: 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.

PPRA applies to the programs and activities of a State Educational Agency (SEA), Local Educational Agency (LEA), or other recipients of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or 5
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

LEAs must provide parents and eligible students effective notice of their rights under PPRA. The notice must explain that an LEA is required to obtain prior written consent from parents before students are required to submit to a survey that concerns one or more of the eight protected areas listed above, if the survey is funded in whole or in part by Department funds. For surveys that contain questions from one or more of the eight protected areas that are not funded in whole or in part with Department funds, LEAs must notify a parent at least annually, at the beginning of the school year, of the specific or approximate date(s) of the survey and provide

the parent with an opportunity to opt his or her child out of participating. LEAs must also notify parents that they have the right to review, upon request, any instructional materials used in connection with any survey that concerns one or more of the eight protected areas and those used as part of the educational curriculum. (A model PPRA general notification for use by LEAs is enclosed and may also be obtained on FPCO's website at

<https://studentprivacy.ed.gov/legal-basics>

PPRA requires LEAs to work with parents to develop and adopt policies on the following items:

- The right of parents to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to students and the procedure for granting a request by a parent for such access;
- Arrangements to protect student privacy that are provided by the LEA in the event of the administration of a survey to students containing one or more of the eight protected items of information noted above (including the right of parents to inspect, upon request, a survey that concerns one or more of the eight protected items of information);
- The right of parents to inspect, upon request, any instructional material used as part of the educational curriculum for students, and the procedure for granting a request by a parent for such access;
- Administration of physical exams or screenings of students;
- The collection, disclosure, or use of personal information (including items such as a student's or parent's first and last name, address, telephone number or social security number) collected from students for marketing purposes, or to sell or otherwise provide the information to others for marketing purposes, including the LEA's arrangements for protecting student privacy in the event of collection, disclosure, or use of information for these purposes; and
- The right of parents to inspect, upon request, any instrument used in the collection of personal information for marketing or sales purposes before the instrument is administered or distributed to a student and the LEA's procedure for granting a parent's request for such access.

LEAs must notify parents of their rights under PPRA and of these policies at least annually at the beginning of the school year. LEAs must also notify parents within a reasonable period of time if any substantive change is made to the policies. (This notification requirement may be included in the general notification of rights under PPRA.) In addition, an LEA must "directly" notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys listed below and provide an opportunity for parents to opt their child out of participation in the specific survey or activity. The notification must be provided at least annually at the beginning of the school year and must provide the specific or approximate dates during the school year when activities described below are scheduled, or expected to be scheduled. If the LEA is unable to identify the specific or approximate dates of the activities or surveys requiring specific notification at the beginning of the school year, it must provide this notification to parents once the activity or survey is scheduled. Parents should be

provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out, as well as be provided with an opportunity to review any pertinent surveys. A model specific notification for use by LEAs is attached and may also be obtained on the Web site noted at the end of this guidance. LEAs must offer an opportunity for parents to opt their child out of participating in the following activities:

- The administration of any survey concerning one or more of the eight protected areas listed above if it is not funded in whole or in part with Department funds. (LEAs must obtain active consent, and may not use an opt-out procedure, if the survey is funded in whole or in part with Department funds);
- Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes, or to sell or otherwise provide the information to others for marketing purposes; and
- Any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of the student, or of other students. This law does not apply to any physical examination or screening that is permitted or required by State law, including physical examinations or screenings permitted without parental notification.

PPRA does not preempt applicable provisions of State law that require parental notification.

Also, requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Curriculum and instructional materials used by elementary schools and secondary schools;
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. The sale by students of products or services to raise funds for school-related or education-related activities; and
6. Student recognition programs.